

MINUTES for PRE-PROPOSAL CONFERENCE

DATE : 12/17/2014, 10:00 a.m.
SUBJ. : Minutes from Pre-Proposal Conference of Cell Phone Service
PARTICIPANTS : Representatives from Contractors
Ricardo Cabrera IPO
Stan Parmentier S/GSO
Cemalettin Tekcan Tel. Technician
Meral Yalhi Acquisitions Supervisor

The above-listed attendees met to discuss the solicitation package. The following were discussed:

- 1- M. Yalhi welcomed all attendees and introduced IPO and GSO officers.
- 2- M. Yalhi explained that the purpose of the meeting is to provide an opportunity for all firms to understand the U.S. Government solicitation procedures, rules and the Statement of Work (SOW). Statements made at the conference do NOT change the solicitation. All changes will be by written amendment to the solicitation.
- 3- The following information was provided:
 - a) The potential offerors are to provide proposals electronically and in hardcopy by 10:00a.m. on Jan. 8th, 2014, complete with all the required information; proposals should be valid for 60 days. The proposals are to be divided into Price and Technical sections in 2 binders.
 - b) Pricing section is to include the following information:
 - a. SF 1449: boxes #17a, 24, 30a, 30b. All prices are in TL currency.
 - b. Section III Pricing (p. 4-6): unit & total prices for Base and 3 option years.
 - i. Contract is a fixed-price with economic price adjustment.
 - ii. Quantities are provided for evaluation purposes only.
 - iii. Option to extend the term of the contract for the next option year is the choice of the U.S. Government, not the contractor.
 - iv. The rates for option year must be provided in the proposal and are not subject to renegotiation after the contract is signed.
 - v. No changes will be made after the contract is signed; only mechanisms for changing the rates can be made through Economic Price Adjustments (p.8).
 - c) Technical section is to include the following information:
 - vi. Name of liaison (fluent in English).
 - vii. Established Business: Evidence that legitimate business is operated.
 - viii. List of Clients: prior experience for last 3 years list of ongoing and completed.
 - ix. Personnel, equipment and financial resources. Evidence that these can be provided.
 - x. Licenses and Permits: Evidence that licenses as required by local law can be provided.
 - xi. Connectivity: Information on connectivity within Turkey.
 - xii. Roaming: List of International Roaming contracts and their prices.
 - xiii. Recovery Plan: in the event of an emergency or disaster, evidence of a recovery plan.

- xiv. Map of Coverage for voice and data.
 - d. Offerors should convey all inquiries related to the solicitation in writing and any changes to the RFP will be made in writing.
 - e. Embassy will be exempted from VAT and OTV (Special Communication Tax).
 - f. U.S. Government will conduct evaluation consisting of compliance review, technical acceptability, price evaluation and responsibility determination. Award will be made to the lowest priced, technically acceptable offeror who is a responsible contractor.
 - g. Under Section 3, List of accessories are not required to be provided in the submittals.
 - h. Invoices will be submitted to the two locations (Ankara and Adana) electronically in TL on a monthly basis with contract number, the month service is rendered, and breakout details on calls for each individual number.
- 4-** Any company interested in bidding for this contract can submit questions to the Embassy in writing until January 5th, 2015. All questions and answers will be posted on the website.

The Pre-Proposal Conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.